# PERAC AUDIT REPORT

Westfield Contributory Retirement System JAN. 1, 2012 - DEC. 31, 2015



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#### COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., Chairman

JOSEPH E. CONNARTON, Executive Director

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES M. MACHADO | ROBERT B. McCARTHY | JENNIFER F. SULLIVAN

May 29, 2018

The Public Employee Retirement Administration Commission has completed an examination of the Westfield Retirement System pursuant to G.L. c. 32, § 21. The examination covered the period from January 1, 2012 to December 31, 2015. This audit was conducted in accordance with the accounting and management standards established by the Public Employee Retirement Administration Commission in regulation 840 CMR 25.00. Additionally, all supplementary regulations approved by PERAC and on file at PERAC are listed in this report.

In our opinion, the financial records are being maintained and the management functions are being performed in conformity with the standards established by the Public Employee Retirement Administration Commission with the exception noted in the finding presented in this report.

In closing, I acknowledge the work of examiners Scott Henderson, George Nsia, and Carol Poladian who conducted this examination, and express appreciation to the Board of Retirement and staff for their courtesy and cooperation.

Sincerely,

Joseph E. Connarton

Joseph E. Connactors

Executive Director







## **EXPLANATION OF FINDING AND RECOMMENDATION**

## **Regular Compensation:**

The school department does not withhold contributions when members of the Westfield Retirement System hold a second position as a coach and receive a stipend. The stipend is the base salary for the coaching job and is therefore regular compensation.

**Recommendation:** The payroll department should be instructed to begin withholding contributions on the coaching stipends for system members.

### **Board Response:**

Retirement deductions will be deducted from pay that a member receives for coaching.

#### **FINAL DETERMINATION:**

PERAC Audit staff will follow up in six (6) months to ensure appropriate actions have been taken regarding all findings.

# STATEMENT OF LEDGER ASSETS AND LIABILITIES

		AS OF DEC	CEMBER 31,	
	2015	2014	2013	2012
Net Assets Available For Benefits:				
Cash	\$3,360,239	\$6,194,895	\$11,049,520	\$415,266
Pooled Domestic Equity Funds	80,450,258	86,133, <del>4</del> 97	83,653,362	96,483,400
Pooled Global Equity Funds	37,685,833	35,402,227	34,456,224	0
Pooled Domestic Fixed Income Funds	26,310,025	23,503,847	20,755,273	26,891,679
Pooled Alternative Investment Funds	22,845,376	18,514,571	14,876,789	13,991,068
Pooled Real Estate Funds	25,061,047	24,151,045	15,911,183	13,500,814
Hedge Funds	2,006,071	2,044,089	4,618,689	4,104,008
Accounts Receivable	180,775	164,998	168,192	2,811,768
Accounts Payable	(128,141)	(111,773)	(115,614)	(66,147)
Total	\$ <u>197,</u> 771, <del>4</del> 83	\$195,997,396	\$185,373,620	\$158,131,856
Fund Balances:				
Annuity Savings Fund	\$38,656,333	\$37,716,480	\$36,824,791	\$35,290,783
Annuity Reserve Fund	16,037,854	15,207,900	14,596,220	14,664,705
Pension Fund	1,825,209	5,965,982	2,388,923	3,019,775
Military Service Fund	29,841	29,782	18,869	24,405
Expense Fund	0	0	0	0
Pension Reserve Fund	141,222,246	137,077,253	131,544,816	105,132,188
Total	\$ <u>197,771,483</u>	\$195,997,396	\$185,373,620	\$158,131,856

# STATEMENT OF CHANGES IN FUND BALANCES

	Annuity	Annuity		Military		Pension	Total
	Savings	Reserve	Pension	Service	Expense	Reserve	All
	Fund	Fund	Fund	Fund	Fund	Fund	Funds
Beginning Balance (2012)	\$36,431,942	\$12,306,326	\$634,755	\$24,381	\$0	\$91,191,617	\$140,589,021
Receipts	3,695,041	401,349	8,223,170	24	939,751	19,417,578	32,676,914
Interfund Transfers	(4,010,164)	3,889,620	5,597,551	0	0	(5,477,007)	0
Disbursements	(826,036)	(1,932,591)	(11,435,701)	0	(939,751)	0	(15,134,079)
Ending Balance (2012)	35,290,783	14,664,705	3,019,775	24,405	0	105,132,188	158,131,856
Receipts	3,740,730	431,222	8,552,202	24	1,282,766	29,371,801	43,378,746
Interfund Transfers	(1,715,474)	1,711,344	2,968,863	(5,560)	0	(2,959,173)	0
Disbursements	(491,249)	(2,211,050)	(12,151,917)	0	(1,282,766)	0	(16.136.982)
Ending Balance (2013)	36,824,791	14,596,220	2,388,923	18,869	0	131,544,816	185,373,620
Receipts	3,950,158	438,637	8,967,475	13,138	1,609,937	12,977,498	27,956,842
Interfund Transfers	(2,452,599)	2,448,025	7,451,860	(2,226)	0	(7,445,061)	0
Disbursements	(605,870)	(2,274,982)	(12,842,277)	0	(1,609,937)	0	(17,333,065)
Ending Balance (2014)	37,716,480	15,207,900	5,965,982	29,782	0	137,077,253	195,997,396
Receipts	4,190,541	458,701	9,394,592	30	2,067,895	4,145,968	20,257,727
Interfund Transfers	(2,954,577)	2,955,523	0	30	0	(975)	(0)
Disbursements	(296,111)	(2,584,270)	(13,535,364)	0	(2,067,895)	0	(18,483,640)
Ending Balance (2015)	\$38,656,333	\$16,037,854	\$1,825,209	\$29,841	\$0	\$141,222,246	\$197,771,483

# STATEMENT OF RECEIPTS

		FOR THE PERIOD E	NDING DECEMBER	31,
	2015	2014	2013	2012
Annuity Savings Fund:				
Members Deductions	\$3,915,086	\$3,571,083	\$3,473,542	\$3,318,318
Transfers from Other Systems	230,467	250,931	138,415	82,624
Member Make Up Payments and Re-deposits (A)	(2,088)	49,701	40,030	136,249
Member Payments from Rollovers	203	27,215	45,779	118,794
Investment Income Credited to Member Accounts	46,873	51,228	42,964	39,056
Sub Total	4,190,541	<u>3,950,158</u>	3,740,730	3,695,041
Annuity Reserve Fund:				
Recovery of Annuity from Reinstatement	0	0	0	1,661
Investment Income Credited to the Annuity Reserve				
Fund	458,701	438,637	431,222	399,689
Sub Total	458,701	438,637	431,222	401,349
Pension Fund:				<del></del>
3 (8) (c) Reimbursements from Other Systems	278,358	261,113	237,160	217,844
Received from Commonwealth for COLA and	,	, ,	. ,	,,,
Survivor Benefits	139,781	160,730	183,203	196,789
Pension Fund Appropriation	8,965,352	8,538,431	8,131,839	7,790,003
Settlement of Workers' Compensation Claims	11,100	7,200	0	14,000
Recovery of Pension from Reinstatement	0	0	0	4,534
Recovery of 91A Overearnings	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
, Sub Total	9,394,592	8,967,475	8,552,202	8,223,170
Military Service Fund:				
Contribution Received from Municipality on				
Account of Military Service	0	13,119	0	0
Investment Income Credited to the Military Service				
Fund	30	19	24	24
Sub Total	30	13,138	24	24
Expense Fund:	_		_	_
Investment Income Credited to the Expense Fund	2,067,895	1,609,937	1,282,766	939,751
·				
Pension Reserve Fund:				
Federal Grant Reimbursement	34,030	31,411	39,648	118,388
Interest Not Refunded	645	365	277	371
Miscellaneous Income	2,706	14,447	8,141	35,365
Excess Investment Income	4,108,588	12,931,275	29,323,736	19,263,455
Sub Total	4,145,968	12,977,498	29,371,801	19,417,578
Total Receipts, Net	\$ <u>20,257,727</u>	\$ <u>27,956,842</u>	\$ <u>43,378,746</u>	\$32,676,914

(A) 2015 negative amount due to defaults on previously accrued purchases

# STATEMENT OF DISBURSEMENTS

		FOR THE PERIOD E	NDING DECEMBER	31,
	2015	2014	2013	2012
Annuity Savings Fund:				
Refunds to Members	\$176,586	\$472,526	\$289,059	\$518,659
Transfers to Other Systems	119,524	133,344	202,190	307,377
Sub Total	296,111	605,870	491,249	826,036
Annuity Reserve Fund:				
Annuities Paid	2,495,890	2,274,982	2,109,427	1,927,229
Option B Refunds	88,380	0	101,623	5,362
Sub Total	2,584,270	2,274,982	2,211,050	1,932,591
Pension Fund:				
Pensions Paid:				
Regular Pension Payments	10,422,436	9,753,820	9,211,299	8,562,340
Survivorship Payments	859,187	802,856	816,674	820,270
Ordinary Disability Payments	102,478	103,410	101,094	98,481
Accidental Disability Payments	1,602,575	1,581,648	1,502,472	1,487,924
Accidental Death Payments	256,789	257,601	271,041	234,739
Section 101 Benefits	47,618	48,862	44,463	35,731
3 (8) (c) Reimbursements to Other Systems	<u>244,282</u>	<u>294,079</u>	<u>204,874</u>	<u> 196,217</u>
Sub Total	13,535,364	12,842,277	12,151,917	11,435,701
Expense Fund:				
Board Member Stipend	14,000	15,000	15,000	14,942
Salaries	210,058	231,294	185,197	191,729
Legal Expenses	33,272	15,673	29,251	8,980
Travel Expenses	4,495	3,656	2,620	3,277
Administrative Expenses	19,190	17,173	19,255	12,493
Education and Training	1,620	3,510	2,520	3,350
Furniture and Equipment	0	232	12,021	846
Management Fees	1,752,663	1,292,260	987,000	675,103
Rent Expenses	1,020	960	960	960
Service Contracts	20,425	19,450	18,690	17,769
Fiduciary Insurance	11,152	10,730	10,252	10,302
Sub Total	<u>2,067,895</u>	1,609,937	1,282,766	939,751
Total Disbursements	\$ <u>18,483,640</u>	\$ <u>17,333,065</u>	\$ <u>16,136,982</u>	\$ <u>15,134,079</u>

# **INVESTMENT INCOME**

		FOR THE PERIOD E	ENDING DECEMBEI	R 31,
	2015	2014	2013	2012
Investment Income Received From:				
Cash	\$9,117	\$9,396	\$9,035	\$5,706
Pooled or Mutual Funds	<u>2,596,875</u>	<u>2,232,806</u>	<u>2,565,034</u>	<u>1,555,179</u>
Total Investment Income	2,605,991	2,242,202	2,574,069	1,560,885
Plus:				
Realized Gains	3,702,886	7,228,217	2,677,173	1,764,643
Unrealized Gains	24,459,366	<u> 18,427,778</u>	<u>32,520,383</u>	24,820,413
Sub Total	28,162,252	25,655,995	35,197,557	26,585,056
Less:				
Realized Loss	(2,183,736)	(540,702)	(1,572,240)	(358,305)
Unrealized Loss	(21,902,421)	(12,326,400)	<u>(5,118,674)</u>	(7,145,661)
Sub Total	(24,086,157)	(12,867,102)	(6,690,914)	( <u>7,503,966</u> )
Net Investment Income	6,682,086	15,031,095	31,080,711	20,641,975
Income Required:				
Annuity Savings Fund	46,873	51,228	42,964	39,056
Annuity Reserve Fund	458,701	438,637	431,222	399,689
Military Service Fund	30	19	24	24
Expense Fund	2,067,895	1,609,937	1,282,766	939,751
Total Income Required	2,573,499	2,099,820	1,756,975	1,378,520
Net Investment Income	6,682,086	15,031,095	31,080,711	20,641,975
Less: Total Income Required	2,573,499	2,099,820	1,756,975	1,378,520
Excess Income (Loss) To The Pension				
Reserve Fund	\$ <u>4,108,588</u>	\$ <u>12,931,275</u>	\$ <u>29,323,736</u>	\$ <u>19,263,455</u>

## SCHEDULE OF ALLOCATION OF INVESTMENTS OWNED

(percentages by category)

	AS OF DECEME	BER 31, 2015
		PERCENTAGE
		OF TOTAL
	MARKET VALUE	ASSETS
Cash	\$3,360,239	1.7%
Pooled Domestic Equity Funds	80,450,258	40.7%
Pooled Global Equity Funds	37,685,833	19.1%
Pooled Domestic Fixed Income Funds	26,310,025	13.3%
Pooled Alternative Investment Funds	22,845,376	11.6%
Pooled Real Estate Funds	25,061,047	12.7%
Hedge Funds	<u>2,006,071</u>	<u>1.0%</u>
Grand Total	<u>\$197,718,848</u>	<u>100.0</u> %

For the year ending December 31, 2015, the rate of return for the investments of the Westfield Retirement System was 3.52%. For the five-year period ending December 31, 2015, the rate of return for the investments of the Westfield Retirement System averaged 9.27%. For the 31-year period ending December 31, 2015, since PERAC began evaluating the returns of the retirement systems, the rate of return on the investments of the Westfield Retirement System was 8.77%.

The composite rate of return for all retirement systems for the year ending December 31, 2015 was 0.91%. For the five-year period ending December 31, 2015, the composite rate of return for the investments of all retirement systems averaged 7.49%. For the 31-year period ending December 31, 2015, since PERAC began evaluating the returns of the retirement systems, the composite rate of return on the investments of all retirement systems averaged 9.14%.

### SUPPLEMENTARY INVESTMENT REGULATIONS

The Westfield Retirement System submitted the following supplementary investment regulations, which were approved by the Public Employee Retirement Administration Commission on:

### February 6, 2012

### Westfield Retirement Board Supplementary Regulation Invesco Charter Fund

"In relation to the investment of the Westfield Retirement System ("System") in Invesco Charter Fund ("Fund"), the following will apply. The Fund is a series portfolio of AIM Equity Funds ("Invesco Equity Funds" or the "Trust"), a Delaware statutory trust registered under the Investment Company Act of 1940, as amended, as an open-ended series management investment company. The investment objective of the Fund is long-term growth of capital.

840 CMR 1.02(1), 840 CMR 16.03(2) and 840 CMR 17.04(10) shall not apply in the event that the portfolio includes holdings subject to the restrictions regarding South Africa, Northern Ireland and tobacco contained in Chapter 32, Section 23 of the General Laws. The System is responsible for taking action to address any such circumstances.

840 CMR 16.02(5) shall not apply to Invesco Advisers, Inc. ("Manager") or the Fund provided that the Manager manages the Fund consistent with the terms of the Fund's current registration statement. This is because the System will not purchase shares of the Fund pursuant to an Investment Management Agreement. Instead, the System will sign an account opening form with the transfer agent of the Fund pursuant to which the System agrees that the purchase of shares are subject to the terms and conditions of the prospectus as in effect from time to time.

840 CMR 16.05 shall not apply provided that the Manager or the sub-advisor complies with the provisions of the Fund's Statement of Additional Information. The Fund's Statement of Additional Information discloses that, primary consideration in selecting Brokers to execute portfolio transactions for a Fund is to obtain best execution. In selecting a Broker to execute a portfolio transaction in equity securities for a Fund, Manager considers the full range and quality of a Broker's services, including the value of research and/or brokerage services provided, execution capability, commission rate, and willingness to commit capital, anonymity and responsiveness. Manager's primary consideration when selecting a Broker to execute a portfolio transaction in fixed income securities for a Fund is the Broker's ability to deliver or sell the relevant fixed income securities; however, Manager will also consider the various factors listed above. In each case, the determinative factor is not the lowest commission or spread available but whether the transaction represents the best qualitative execution for the Fund. Manager will not select Brokers based upon their promotion or sale of Fund shares.

840 CMR 17.03(1)(b) and (c) shall not apply as the Fund is an open ended series management investment company.

840 CMR 17.04(3)(b) shall not apply as the Fund is an open ended series management investment company.

# SUPPLEMENTARY INVESTMENT REGULATIONS (Continued)

840 CMR 17.04(1) shall not apply to the extent an exemption from applicable regulation has been granted hereunder.

Notwithstanding the provisions of 840 CMR 21.01(1), purchases of securities by partial payment of their cost (purchases on margin) shall be permitted to obtain such short-term credits as may be necessary for the clearance of purchases and sales of the portfolio.

Notwithstanding the provisions of 840 CMR 21.01(2), the Fund may engage in short sales provided that the aggregate availability of all securities sold short does not exceed 10% of the Fund's total assets and provided, further, that this limitation shall not apply to short sales against the box.

Notwithstanding the provisions of 840 CMR 21.01(3), use of future contracts shall be permitted for risk management purposes.

Notwithstanding the provisions of 840 CMR 21.01(4), use of call options shall be permitted for risk management purposes.

Notwithstanding the provisions of 840 CMR 21.01(5), use of options shall be permitted for risk management purposes.

Notwithstanding the provisions of 840 CMR 21.01(6), the Fund may invest up to 15% of its assets in illiquid securities, which may include securities restricted under federal securities laws.

Notwithstanding the provisions of 840 CMR 21.01(8), use of collateral loans shall be permitted as the Fund's registration statement expressly permits the Fund to purchase debt obligations, enter into repurchase agreements, loan its assets to broker-dealers or institutional investors or invest in loans, including assignments and participation interests. Notwithstanding the foregoing, the Fund does not have a current intention of making such investments.

#### December 27, 2011

In relation to the investment of the Westfield Retirement System ("System") in Columbia U.S. Contrarian Core Equity Private Fund, LLC ("Fund"), the following will apply. The investment objective of the Fund is to seek total return, consisting of long-term capital appreciation and current income. The Fund will invest its net assets primarily in common stocks.

840 CMR 21.01(3): Future contracts will be allowed to the extent that they will be used for hedging purposes or as a substitute for actual securities in cases where the derivative instrument is a more efficient means of gaining exposure to the underlying securities.

840 CMR 21.01(6): Restricted stock will be allowed notwithstanding the limits set forth herein to the extent that Columbia Management Investment Advisers, LLC (the "Manager") anticipates that purchases for the Fund of stock with restrictions on transfer will be rare but may occur from time to time in certain circumstances such as the purchase of an initial public offering on a foreign market where the securities must be held for a certain time period.

# SUPPLEMENTARY INVESTMENT REGULATIONS (Continued)

840 CMR 16.07(2): This section shall be deemed to be met provided that a representative of the Fund meets annually with the Board.

840 CMR 16.07(4): This section, which requires notification of key personnel staffing changes, shall be deemed to be met to the extent that the Manager or its delegate will promptly notify the System with respect to personnel changes involving Guy Pope, the portfolio manager of the Fund.

840 CMR 17.02 and 17.03: The Manager shall be deemed to have met the requirements set forth herein, as the Manager (a) is an SEC-registered investment adviser subject to the fiduciary obligations and responsibilities imposed by the Investment Advisers Act of 1940, as amended (the "Advisers Act") and (b) complies with a Code of Ethics and Code of Conduct that is at least as stringent as is required by the Investment Advisers Act of 1940, as amended.

840 CMR 17.04(1)-(8)(a) and (9)-(10): The requirements set forth herein shall only apply to the extent that these standards are not addressed by the Advisers Act, as the Manager is an SEC-registered investment adviser subject to the fiduciary obligations and responsibilities imposed by the Advisers Act with respect to the Fund.

## January II, 2011

**Regulation Number 19.01(8):** Notwithstanding the provisions of 840 CMR 19.01(8), the Westfield Retirement Board is authorized to invest up to 7% of its portfolio in private equity.

### March 29, 2010 16.04

The Westfield Retirement Board is granted an exemption from the regulatory requirement to employ a custodial bank. The Board has determined that it will no longer be cost-effective or necessary to have a custodial bank once it completes its transition out of separately-managed investment accounts. All separate accounts are expected to be liquidated by May 31, 2010. This authorization takes into account the fact that the Board has a highly experienced Board Administrator whom it deems capable of handling any remaining responsibilities pertaining to cash flows and record keeping.

#### March 26, 2002

**Regulation Number 16.08:** In accordance with Investment Guideline 99-2, the Westfield Retirement Board is authorized to modify its small cap value mandate with Loomis, Sayles & Company. The Small Company Value Fund in which the Board is currently invested is being closed and liquidated by the company. The Board's assets invested in that fund will be transferred into the Loomis Sayles Small Cap Value Fund, which has the same investment strategy, is managed by the same team, and has the same expenses as the prior fund.

### NOTES TO FINANCIAL STATEMENTS

#### NOTE I - SUMMARY OF PLAN PROVISIONS

The plan is a contributory defined benefit plan covering all Westfield Retirement System member unit employees deemed eligible by the retirement board, with the exception of school department employees who serve in a teaching capacity. The Teachers' Retirement Board administers the pensions of such school employees.

#### **ADMINISTRATION**

There are 104 contributory retirement systems for public employees in Massachusetts. Each system is governed by a retirement board and all boards, although operating independently, are governed by Chapter 32 of the Massachusetts General Laws. This law in general provides uniform benefits, uniform contribution requirements and a uniform accounting and funds structure for all systems.

#### **PARTICIPATION**

Participation is mandatory for all full-time employees. Eligibility with respect to part-time, provisional, temporary, seasonal or intermittent employment is governed by regulations promulgated by the retirement board, and approved by PERAC. Membership is optional for certain elected officials.

There are 4 classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the State Police. The other 3 classes are as follows:

#### Group I:

General employees, including clerical, administrative, technical and all other employees not otherwise classified.

### Group 2:

Certain specified hazardous duty positions.

#### **Group 4:**

Police officers, firefighters, and other specified hazardous positions.

#### MEMBER CONTRIBUTIONS

Member contributions vary depending on the most recent date of membership:

Prior to 1975: 5% of regular compensation 1975 - 1983: 7% of regular compensation 1984 to 6/30/96: 8% of regular compensation 7/1/96 to present: 9% of regular compensation

1979 to present: an additional 2% of regular compensation in excess of \$30,000.

In addition, members of Group I who join the system on or after April 2, 2012 will have their withholding rate reduced to 6% after achieving 30 years of creditable service.

#### RATE OF INTEREST

Interest on regular deductions made after January I, 1984 is a rate established by PERAC in consultation with the Commissioner of Banks. The rate is obtained from the average rates paid on individual savings accounts by a representative sample of at least 10 financial institutions.

#### RETIREMENT AGE

The mandatory retirement age for some Group 2 and Group 4 employees is age 65. Most Group 2 and Group 4 members may remain in service after reaching age 65. Group 4 members who are employed in certain public safety positions are required to retire at age 65. There is no mandatory retirement age for employees in Group 1.

#### SUPERANNUATION RETIREMENT

A person who became a member before April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- · completion of 20 years of service, or
- attainment of age 55 if hired prior to 1978, or if classified in Group 4, or
- attainment of age 55 with 10 years of service, if hired after 1978, and if classified in Group 1 or 2.

A person who became a member on or after April 2, 2012 is eligible for a superannuation retirement allowance (service retirement) upon meeting the following conditions:

- attainment of age 60 with 10 years of service if classified in Group 1, or
- attainment of age 55 with 10 years of service if classified in Group 2, or
- attainment of age 55 if classified in Group 4.

#### AMOUNT OF BENEFIT

A member's annual allowance is determined by multiplying average salary by a benefit rate related to the member's age and job classification at retirement, and the resulting product by his creditable service. The amount determined by the benefit formula cannot exceed 80% of the member's highest three year (or five year as discussed below) average salary. For veterans as defined in G.L. c. 32, s. I, there is an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

For employees who become members after January I, 2011, regular compensation is limited to 64% of the federal limit found in 26 U.S.C. 401(a)(17). In addition, regular compensation will be limited to prohibit "spiking" of a member's salary to increase the retirement benefit.

- For persons who became members prior to April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 3 consecutive years that produce the highest average, or, if greater, during the last 3 years (whether or not consecutive) preceding retirement.
- For persons who became members on or after April 2, 2012, Average Salary is the average annual rate of regular compensation received during the 5 consecutive years that produce the highest average, or, if greater, during the last 5 years (whether or not consecutive) preceding retirement.
- The Benefit Rate varies with the member's retirement age. For persons who became members prior to April 2, 2012 the highest rate of 2.5% applies to Group I employees who retire at or after age 65, Group 2 employees who retire at or after age 60, and to Group 4 employees who retire at or after age 55. A .1% reduction is applied for each year of age under the maximum age for the member's group. For Group 2 employees who terminate from service under age 55, the benefit rate for a Group I employee shall be used.
- For persons who became members on or after April 2, 2012 and retire with less than 30 years of creditable service, the highest rate of 2.5% applies to Group I employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 57. A .15% reduction is applied for each year of age under the maximum age for the member's group.
- For persons who became members on or after April 2, 2012 and retire with more than 30 years of creditable service, the highest rate of 2.5% applies to Group I employees who retire at or after age 67, Group 2 employees who retire at or after age 62, and to Group 4 employees who retire at or after age 57. A .125% reduction is applied for each year of age under the maximum age for the member's group.

#### DEFERRED VESTED BENEFIT

A participant who has attained the requisite years of creditable service can elect to defer his or her retirement until a later date. Certain public safety employees cannot defer beyond age 65. All participants must begin to receive a retirement allowance or withdraw their accumulated deductions no later than April 15 of the calendar year following the year they reach age 70½.

#### WITHDRAWAL OF CONTRIBUTIONS

Member contributions may be withdrawn upon termination of employment. The interest rate for employees who first become members on or after January I, 1984 who voluntarily withdraw their contributions with less than 10 years of service will be 3%. Interest payable on all other withdrawals will be set at regular interest.

#### **DISABILITY RETIREMENT**

The Massachusetts Retirement Plan provides 2 types of disability retirement benefits:

#### ORDINARY DISABILITY

**Eligibility:** Non-veterans who become totally and permanently disabled by reason of a non-job related condition with at least 10 years of creditable service (or 15 years creditable service in systems in which the local option contained in G.L. c. 32, s. 6(1) has not been adopted).

Veterans with ten years of creditable service who become totally and permanently disabled by reason of a non-job related condition prior to reaching "maximum age". "Maximum age" applies only to those employees classified in Group 4 who are subject to mandatory retirement.

**Retirement Allowance:** For persons who became members prior to April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member's final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she is entitled.

For persons in Group I who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 60. If the member is a veteran, the benefit is 50% of the member's final rate of salary during the preceding I2 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 60, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

For persons in Group 2 and Group 4 who became members on or after April 2, 2012, the benefit is equal to the accrued superannuation retirement benefit as if the member was age 55. If the member is a veteran, the benefit is 50% of the member's final rate of salary during the preceding 12 months, plus an annuity based upon accumulated member contributions plus credited interest. If the member is over age 55, he or she will receive not less than the superannuation allowance to which he or she would have been entitled had they retired for superannuation.

#### ACCIDENTAL DISABILITY

**Eligibility:** Applies to members who become permanently and totally unable to perform the essential duties of the position as a result of a personal injury sustained or hazard undergone while in the performance of duties. There are no minimum age or service requirements.

**Retirement Allowance:** 72% of salary plus an annuity based on accumulated member contributions, with interest. This amount is not to exceed 100% of pay. For those who became members in service after January I, 1988 or who have not been members in service continually since that date, the amount is limited to 75% of pay. There is an additional pension of \$846.12 per year (or \$312.00 per year in systems in which the local option contained in G.L. c. 32, s. 7(2)(a)(iii) has not been adopted), per child who is under 18 at the time of the member's retirement, with no age limitation if the child is mentally or physically incapacitated from earning. The additional pension may continue up to age 22 for any child who is a full time student at an accredited educational institution. For systems that have adopted Chapter 157 of the Acts of 2005, veterans as defined in G.L. c. 32, s. I receive an additional benefit of \$15 per year for each year of creditable service, up to a maximum of \$300.

#### ACCIDENTAL DEATH

**Eligibility:** Applies to members who die as a result of a work-related injury or if the member was retired for accidental disability and the death was the natural and proximate result of the injury or hazard undergone on account of which such member was retired.

**Allowance:** An immediate payment to a named beneficiary equal to the accumulated deductions at the time of death, plus a pension equal to 72% of current salary and payable to the surviving spouse, dependent children or the dependent parent, plus a supplement of \$846.12 per year, per child (or \$312.00 per year in systems in which the local option contained in G.L. c. 32, s. 9(2)(d)(ii) has not been adopted), payable to the spouse or legal guardian until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

The surviving spouse of a member of a police or fire department or any corrections officer who, under specific and limited circumstances detailed in the statute, suffers an accident and is killed or sustains injuries while in the performance of his duties that results in his death, may receive a pension equal to the maximum salary for the position held by the member upon his death. In addition, an eligible family member may receive a one-time payment of \$150,000.00 from the State Retirement Board. This lump sum payment is also available to the family of a public prosecutor in certain, limited circumstances.

#### DEATH AFTER ACCIDENTAL DISABILITY RETIREMENT

Effective November 7, 1996, Accidental Disability retirees were allowed to select Option C at retirement and provide a benefit for an eligible survivor. For Accidental Disability retirees prior to November 7, 1996, who could not select Option C, if the member's death is from a cause unrelated to the condition for which the member received accidental disability benefits, a surviving spouse will receive an annual allowance of \$6,000. For Systems that accept the provisions of Section 28 of Chapter 131 of the Acts of 2010, the amount of this benefit is \$9,000. For Systems that accept the provisions of Section 63 of Chapter 139 of the Acts of 2012, the amount of this benefit is \$12,000.

#### DEATH IN ACTIVE SERVICE

Allowance: An immediate allowance equal to that which would have been payable had the member retired and selected Option C on the day before his or her death. For a member who became a member prior to April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 55 benefit rate is used. For a member classified in Group I who became a member on or after April 2, 2012 whose death occurred prior to the member's superannuation retirement age, the age 60 benefit rate is used. If the member died after age 60, the actual age is used. For a member classified in Group 2 or Group 4, whose death occurred prior to the member's minimum superannuation retirement age, the benefit shall be calculated using an age 55 age factor. The minimum annual allowance payable to the surviving spouse of a member in service who dies with at least two years of creditable service is \$3,000 unless the retirement system has accepted the local option increasing this minimum annual allowance to \$6,000, provided that the member and the spouse were married for at least one year and living together on the member's date of death.

The surviving spouse of such a member in service receives an additional allowance equal to the sum of \$1,440 per year for the first child and \$1,080 per year for each additional child until all dependent children reach age 18 or 22 if a full time student, unless mentally or physically incapacitated.

#### COST OF LIVING

If a system has accepted Chapter 17 of the Acts of 1997, and the Retirement Board votes to pay a cost of living increase (COLA) for that year, the percentage is determined based on the increase in the Consumer Price Index used for indexing Social Security benefits, but cannot exceed 3.0%. Section 51 of Chapter 127 of the Acts of 1999, if accepted, allows boards to grant COLA increases greater than that determined by CPI but not to exceed 3.0%. Only a certain portion of a retiree's total allowance is subject to a COLA. The total COLA for periods from 1981 through 1996 is paid for by the Commonwealth of Massachusetts.

Under the provisions of Chapter 32, Section 103(j) inserted by Section 19 of Chapter 188 of the Acts of 2010, systems may increase the maximum base on which the COLA is calculated in multiples of \$1,000. For many years the COLA base was calculated based upon the first \$12,000 of a retiree's allowance. Now the maximum base upon which the COLA is calculated varies from system to system. Each increase in the base must be accepted by a majority vote of the Retirement Board and approved by the legislative body.

#### METHODS OF PAYMENT

A member may elect to receive his or her retirement allowance in one of 3 forms of payment.

**Option A:** Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the member's death.

**Option B:** A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided, however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions will be paid in a lump sum to the retiree's beneficiary or beneficiaries of choice.

**Option C:** A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member's designated beneficiary (who may be the spouse, or former spouse who has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or "pops up" to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable "pops up" to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

#### ALLOCATION OF PENSION COSTS

If a member's total creditable service was partly earned by employment in more than one retirement system, the cost of the "pension portion" is allocated between the different systems pro rata based on the member's service within each retirement system. In certain circumstances, if a member received regular compensation concurrently from two or more systems on or after January I, 2010, and was not vested in both systems as of January I, 2010, such a pro-ration may not be undertaken. This is because such a person may receive a separate retirement allowance from each system.

### NOTE 2 - SIGNIFICANT ACCOUNTING POLICIES

The accounting records of the System are maintained on a calendar year basis in accordance with the standards and procedures established by the Public Employee Retirement Administration Commission.

<u>Cash</u> accounts are considered to be funds on deposit with banks and are available upon demand.

<u>Short Term Investments</u> are highly liquid investments that will mature within twelve months from the date of acquisition.

Investments are reported at their fair value. Securities traded on recognized exchanges are valued at the most recent sales price at year end. If no sale was reported, the mean of the bid and asked price is used when available, or the most recent bid price. Mutual, commingled and pooled funds are valued based on the net asset or unit value at year end. Real estate and alternative investments are valued based on estimates provided by the managers of those respective investments. Purchases and sales of securities are reflected on the date the trade is initiated. Realized gain or loss is largely based on the difference between the cost or the value at the prior year end and the funds realized upon liquidation. Dividend income is generally recorded when received. Interest income is recorded as earned on an accrual basis. Income from alternative investments is recorded as reported by the managing partner. Appreciation or depreciation in the value of investments consists of the unrealized gains and losses reported as the difference between the previous period and the current value.

The system makes estimates and assumptions that affect the reported values of assets and liabilities and the reported amounts added and deducted during the reporting periods. The fair value of real estate and alternative investment holdings are generally estimated in the absence of reliable exchange values. The actual funds realized upon liquidation may differ from these estimates.

The provisions of Massachusetts General Laws Chapter 32, § 23(2) generally govern the investment practices of the system. The Board retains a CIO to closely monitor the implementation and performance of their investment strategy and advise them of the progress toward full funding of the system. That strategy seeks to balance the exposure to common deposit and investment risks related to custody, credit concentrations, interest rate and foreign currency fluctuations.

Operating expenses include the ordinary and necessary cost of investment and professional services and the other miscellaneous <u>administrative expenses</u> of the system.

The <u>Annuity Savings Fund</u> is the fund in which members' contributions are deposited. Voluntary contributions, re-deposits, and transfers to and from other systems, are also accounted for in this fund. Members' contributions to the fund earn interest at a rate determined by PERAC. Interest for some members who withdraw with less than ten years of service is transferred to the Pension Reserve Fund. Upon retirement, members' contributions and interest are transferred to the Annuity Reserve Fund. Dormant account balances must be transferred to the Pension Reserve Fund after a period of ten years of inactivity.

The <u>Annuity Reserve Fund</u> is the fund to which a member's account is transferred upon retirement from the Annuity Savings Fund and Special Military Service Credit Fund. The annuity portion of the retirement allowance is paid from this fund. Interest is credited monthly to this fund at the rate of 3% annually on the previous month's balance.

The <u>Special Military Service Credit Fund</u> contains contributions and interest for members while on a military leave for service in the Armed Forces who will receive creditable service for the period of that leave.

The <u>Expense Fund</u> contains amounts transferred from investment income for the purposes of administering the retirement system.

The <u>Pension Fund</u> contains the amounts appropriated by the governmental units as established by PERAC to pay the pension portion of each retirement allowance.

The <u>Pension Reserve Fund</u> contains amounts appropriated by the governmental units for the purposes of funding future retirement benefits. Any profit or loss realized on the sale or maturity of any investment or on the unrealized gain of a market valued investment as of the valuation date is credited to the Pension Reserve Fund. Additionally, any investment income in excess of the amount required to credit interest to the Annuity Savings Fund, Annuity Reserve Fund, and Special Military Service Credit Fund is credited to this Reserve account.

The <u>Investment Income Account</u> is credited with all income derived from interest and dividends of invested funds. At year-end the interest credited to the Annuity Savings Fund, Annuity Reserve Fund, Expense Fund, and Special Military Service Credit Fund is distributed from this account and the remaining balance is transferred to the Pension Reserve Fund.

## NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS

The Westfield Retirement System submitted the following supplementary membership regulations, which were approved by the Public Employee Retirement Administration Commission:

#### Membership:

#### **December 19, 1984:**

Part-time employment for membership in the retirement system must be at least twenty (20) hours per week on regular basis.

#### **Creditable Service:**

## January 26, 1994:

Employees who start employment with the City of Westfield under 20 hours/week and are contributing to FICA and MEDICARE can buy-back this time for creditable service on a pro-rated basis after they have become eligible for membership by working 20 or more hours/week. This proration will be based on the number of hours worked -per week when becoming a member to the average of the hours worked while not a member. Members of the Retirement System who drop under 20/hours/week will continue retirement deductions and will receive full-time creditable service.

#### April I, 1988:

Creditable Service up to five (5) years will be granted to reserve police officers and firefighters who continue or establish membership in any Massachusetts Contributory Retirement System regardless of the department of employment.

#### **December 19, 1984:**

Affidavits are not acceptable as proof of employment. Official city records such as payroll checks or records, board minutes, official department logs, civil service records, etc. are deemed by the Board to be official:

C.E.TA. employees who worked for the City of Westfield and later became City employees can obtain creditable service by make-up payments documented by gross earnings by calendar year and date of services:

Creditable service for paid commissioners is determined by pro-rating hours of service as compared to a forty (40) hour work week. (AMENDED April 1, 1988)

## NOTE 3 - SUPPLEMENTARY MEMBERSHIP REGULATIONS (Continued)

#### Miscellaneous:

#### November 22, 2016:

Correction of Errors

The Westfield Contributory Retirement Board will use an interest rate of 1.5% when calculating payments due to errors.

### March 15, 2016: Excess Benefit Plan

M.G.L. c. 32, § 104(b) requires the establishment of a qualified governmental plan excess benefit arrangement, as described in 26 U.S.C. section 415(m), for the payment of benefits in excess of the limits of section 415(b) of the Internal Revenue Code, the Westfield Retirement Board ("Board") hereby establishes such an arrangement which shall be known as the in [sic] the form set forth in a document entitled "The Westfield Retirement System section 415 Excess Benefit Plan and Trust Fund, effective January 1, 2016," (the "Excess Benefit Plan").

The purpose of the Excess Benefit Plan is solely to provide the part of a member's retirement allowance that would otherwise have been payable by the Westfield Retirement System ("System") except for the limitations of Internal Revenue Code Section 415(b). It is intended to be a "qualified governmental excess benefit arrangement" within the meaning of Internal Revenue Code Section 415(m)(3).

Pursuant to M.G.L.c. 32, § 104(b), which provides that a qualified governmental plan excess benefit arrangement must be established according to the requirements of 26 U.S.C. section 415(m), the Board will not provide for the transfer of any funds to pay the excess benefits under the Excess Benefit Plan but, rather, the excess benefits will be funded by appropriations in such amount as determined by the Board to be necessary to fund the excess benefits, to be withheld before such appropriations are credited to the System.

To implement the terms of section 104(b) and the Excess Benefit Plan, the Board is authorized to create a grantor trust, with themselves as trustees, to receive and hold contributions from employers and to pay benefits in accordance with the Excess Benefit Plan. The grantor trust shall be established pursuant to the Excess Benefit Plan.

#### Travel:

The Westfield Retirement System has adopted Travel Supplemental Regulations under the provisions of G.L. c. 7, § 50 and G.L. c. 32, § 21(4). Regulations available upon written request, and are also available on the PERAC website http://www.mass.gov/perac/Westfield.

### NOTE 4 - ADMINISTRATION OF THE SYSTEM

The System is administered by a five-person Board of Retirement consisting of the City Auditor who shall be a member ex-officio, a second member appointed by the governing authority, a third and fourth member who shall be elected by the members in or retired from the service of such system, and a fifth member appointed by the other four board members.

Ex-officio Member: Mary Daley

Appointed Member: Brian Fanion Serves until a successor is appointed

Elected Member: Mark Devine, Chairman Term Expires: 12/30/20

Elected Member: Christopher Kane Term Expires: 05/05/18

Appointed Member: Michael Powers Term Expires: 10/17/18

The Board members are required to meet at least once a month. The Board must keep a record of all of its proceedings. The Board must annually submit to the appropriate authority an estimate of the expenses of administration and cost of operation of the system. The board must annually file a financial statement of condition for the system with the Executive Director of PERAC.

The investment of the system's funds is the responsibility of the Board. All retirement allowances must be approved by the Retirement Board. The PERAC Actuary performs verification prior to payment, unless the system has obtained a waiver for superannuation calculations allowing them to bypass this requirement. All expenses incurred by the System must be approved by a majority vote of the Board. Payments shall be made only upon vouchers signed by two persons designated by the Board.

Retirement board members and employees are bonded by an authorized agent representing a company licensed to do business in Massachusetts. Fidelity insurance is the only required policy coverage under Ch. 32 §21 and §23 as well as 840 CMR 17.01. The policy is designed to cover specific intentional acts such as theft, fraud or embezzlement and also specify who commits such acts, most commonly employees of the system. This coverage reimburses the system for the losses it suffers as a result of its employees' actions. It does not insure the employees for their illegal acts. Statutorily required coverage is provided by the current fidelity insurance policy to a limit of \$1,000,000 with a \$10,000 deductible issued through Travelers Casualty and Surety Company. The system also has Fiduciary coverage to a limit of \$50,000,000 under a blanket policy issued through the Massachusetts Association of Contributory Retirement Systems.

## NOTE 5 - ACTUARIAL VALUATION AND ASSUMPTIONS

The most recent actuarial valuation of the System was prepared by the Public Employee Retirement Administration Commission as of January 1, 2017.

The actuarial liability for active members was	\$121,456,957
The actuarial liability for vested terminated members was	1,853,580
The actuarial liability for non-vested terminated members was	784,624
The actuarial liability for retired members was	173,788,187
The total actuarial liability was	\$297,883,348
System assets as of that date were (actuarial value)	206,933,523
The unfunded actuarial liability was	\$ <u>90,949,825</u>
The ratio of system's assets to total actuarial liability was	69.5%
As of that date the total covered employee payroll was	\$40,756,841

The normal cost for employees on that date was 8.9% of payroll The normal cost for the employer was 6.9% of payroll

The principal actuarial assumptions used in the valuation are as follows:

Investment Return: 7.50% per annum

Rate of Salary Increase: Varies by group and service

SCHEDULE OF FUNDING PROGRESS AS OF JANUARY 1, 2017

	Actuarial	Actuarial	Unfunded			UAAL as a
Actuarial	Value of	Accrued	AAL	Funded	Covered	% of
Valuation	Assets	Liability	(UAAL)	Ratio	Payroll	Cov. Payroll
Date	(a)	(b)	( b-a )	( a/b )	( c )	( (b-a)/c )
1/12017	\$206,933,573	\$297,883,348	\$90,949,825	69.50%	\$40,756,841	223.23%
1/1/2015	\$182,284,019	\$266,577,493	\$84,293,474	68.4%	\$37,863,972	222.6%
1/1/2013	\$152,038,889	\$240,778,484	\$88,739,595	63.1%	\$35,589,538	249.3%
1/1/2011	\$147,880,236	\$214,622,762	\$66,742,526	68.9%	\$35,657,973	187.2%
1/1/2009	\$122,811,604	\$193,419,991	\$70,608,387	63.5%	\$35,161,871	200.8%
1/1/2007	\$129,873,128	\$175,422,660	\$45,549,532	74.0%	\$33,008,287	138.0%

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NOTE 6 - MEMBERSHIP EXHIBIT

10							,422,436 859,187 102,478 ,602,575 548,689 535,364
2015	35	0	-	36	649	924	\$10,422,436 859,187 102,478 1,602,575 548,689 \$13,535,364
2014	34	0	0	34	622	895	\$9,753,820 802,856 103,410 1,581,648 600,542 \$12,842,277
2013	26	_	_	28	613	188	\$9,211,299 816,674 101,094 1,502,472 520,378 \$12,151,917
2012	48	0	0	48	909	865	\$8,562,340 820,270 98,481 1,487,924 466,687
2011	31	0	2	33	570	893	\$7,829,846 726,458 115,602 1,404,796 431,542 \$10,508,244
2010	26	0	_	27	554	905	\$7,338,142 720,088 113,668 1,278,408 449,200 \$9,899,506
2009	27	_	_	29	552	868	\$6,669,008 648,970 109,576 1,219,559 463,901 \$9,111,014
2008	20	0	0	20	543	932	\$6,246,488 576,152 93,425 1,199,681 457,997 \$8,573,743
2007	21	_	_	23	535	936	\$5,954,267 549,995 70,263 1,181,627 463,821 \$8,219,973
2006	17	_	_	61	528	939	\$5,739,024 525,490 49,328 1,296,861 372,666 \$7,983,369
	Retirement in Past Years Superannuation	Ordinary Disability	Accidental Disability	Total Retirements	Total Retirees, Beneficiaries and Survivors	Total Active Members	Pension Payments Superannuation Survivor/Beneficiary Payments Ordinary Disability Accidental Disability Other

PERAC Five Middlesex Avenue | Suite 304 Somerville, MA | 02145

Ph: 617.666.4446 | Fax: 617.628.4002

TTY: 617.591.8917 | Web: www.mass.gov/perac